

Procurement & Property Division Policy Memorandum

Subject: Revised Guidelines for Donations of Excess Research Equipment under the Stevenson/Wydler Technology Act, (Including Executive Order 12999, Computers for Education)

Number:

AGPMR 104-01

Distribution:

ARS: AAOs	CSREES
APMOs	ERS
AFM	NASS
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Date: 5/14/99

This Replaces: PPD
Policy
Memorandum
FPMR 101-01
(dated 10/8/96)

Background

Department procedures for transferring excess research and scientific equipment under the Stevenson-Wydler Technology Act, and excess computers under Executive Order 12999, Computers for Education, required agencies and donees to first enter into Gift Acceptance Agreements.

Policy Guidance

The Department is revising the guidelines and abolishing the requirement for Gift Acceptance Agreements. Until the Department publishes final procedures in the Federal Register, they have issued a memorandum, dated April 7, 1999, documenting the policy change.

Applicability

This Policy Memorandum eliminates the requirement for REE agencies to establish Gift Acceptance Agreements when transferring excess research and scientific equipment, including computer equipment, under the provisions of the Stevenson-Wydler Technology Act and Executive Order 12999, Computers for Education. However, agencies are still required to screen excess property for possible re-use within USDA .

Procedures

Listed below are the procedures REE agencies will follow when donating excess equipment under the Stevenson-Wydler Technology Act and Executive Order 12999, Computers for Education.

1. The accountable property officer (APO) reports excess property on form SF-120, Report of Excess Property, to their appropriate property management official (PMO), indicating “requesting transfer of excess under the Stevenson-Wydler Technology Act.”
 2. The eligible donee prepares a written justification statement explaining their need for the property and submits it to the APO/PMO.
 3. The PMO reports excess on-line through the Property Management Information System (PMIS/PROP) for 30-day USDA screening. The PMO will include “P. L. 102-245” in the Note field of PROP. If there are no requests for the property, the PMO will receive documentation authorizing the transfer.
 4. The PMO prepares form SF-122, Transfer Order- Excess Personal Property, and attaches the donee’s justification statement. The SF-122 will include the name and address of donee, complete description of property with serial number, acquisition cost, and condition code, shipping instructions with contact name and telephone number. The SF-122 will also include the following statement “The property required herein is certified to be used for the conduct of technical and scientific education and research activities. This donation is pursuant to the provision of P. L. 102-245.” The PMO and the APO sign the SF-122 and forward it to the donee for signature.
 5. After receipt of equipment, the donee signs the SF-122, accepting responsibility for the excess, and immediately returns form to the APO/PMO.
 6. The PMO is responsible for submitting an informational copy of the SF-122 to the regional GSA office.
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Eligible Organizations Eligible educational institutions are private or public non-profit educational institutions, grades pre-K through 12, and two and four year institutions of higher education.

Eligible nonprofit organizations are nonprofit tax exempt organizations involved in collaborative projects with pre-K through grade 12 educational institutions or have education as their primary focus.

Competing Requests When an agency receives competing requests, they will give highest preference to schools before agreeing to transfer computer equipment to nonprofit organizations. When there are competing requests from schools, agencies will give highest preference to schools located in economically disadvantaged locations.

Designated PMO's Within REE, the PMO's are:

ARS-field: Area Property Management Officers, and
Location Administrative Officers

CSREES, ERS,
NASS, ARS-HQ: Leader, Personal Property Group,
Procurement and Property Branch,
PPD, AFM/ARS. (Also serves as the
REE-PMO.)

Action Required by PMO's Include information on property transferred under Stevenson-Wydler/Computers for Education on the annual report of excess property transferred to non-Federal recipients. PROP will generate this report for accountable property. However, PMO's will coordinate this information for non-accountable property.

In addition, PMO's will comply with Federal regulations to report specific information regarding the number and types of computers transferred under Stevenson-Wydler/Computers for Education.

PMO's will include the following detailed information on computer equipment transferred to non-Federal recipients:

1. number of individual computers by type (286, 386, 486),
2. number of computer systems by type (system includes PC, monitor, & keyboard),
3. number of peripheral equipment (monitors, printers, etc.),
4. recipient's name, city, and state, and
5. original acquisition cost.

This report includes excess property transferred to non-Federal recipients under an approved USDA donation program. It does not include property donated to public bodies in lieu of abandonment or destruction.

APMO's will forward this information for all transfers within their respective Areas to the REE PMO by December 1, each year for submission on the REE annual report.

PPD Point of Contact

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Approved

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